



# ESC

Enterprise Services Center

[www.esc.gov](http://www.esc.gov)

For inquiries, please contact ESC  
at 405-954-8888 or by email at  
[CustomerService@esc.gov](mailto:CustomerService@esc.gov).

## Features & Productivity Modules

FOR FEDERAL  
AGENCIES

*No other agency or vendor  
can match ESC's experience  
with the implementation  
and servicing of Oracle  
Federal Financials.*



# FEATURES & PRODUCTIVITY MODULES

*Work with ESC and allow yourself to:*

## FOCUS

*on core competencies by outsourcing accounting services with a performance based Inter Agency agreement*

## ENJOY

*a cost effective and predictable financial system with access to the best financial practices and support*

## RECEIVE

*software upgrades that keep pace with regulations*

## RELY

*on government employees with extensive expertise in federal financial management*

## OPERATE

*under a secure system that is the federal model for information systems security*

## Federal General Ledger Module

- *U.S. Standard General Ledger*
- *Budget execution, for entry of allocations and cascading down*
- *Standard General Ledger reports*

### ESC Features & Enhancements:

- ✦ *Financial Statements can be run at a Summary Level, a Detail Level by Standard General Ledger (SGL) Account and Fund, or by SGL only level*
- ✦ *Financial Statements can be run by Report Group, Parent, and Fund*
- ✦ *Value sets accommodate Treasury requirements for proper line reporting on Statement of Budgetary Resources*
- ✦ *The ESC system can produce consolidated Financial Statements*
- ✦ *Complies with A-136 reporting on Earmarked Funds, Authority type*
- ✦ *Adjustments are reflected on the Financial Statements without rerunning GTAS*
- ✦ *The ability to report Intra-Governmental, Intra-Departmental and Intra-Bureau Eliminations*



■ *Indicates standard functionality provided by Oracle Federal Financials*

✦ *Indicates functionality enhancements or features developed and available through ESC*





## Project Accounting Module

- *Ability to define projects, work breakdown structures and budgets*
- *Enter projects and tasks*
- *Define chargeability control to limit charges to projects/tasks*
- *Record and report costs against projects*
- *Track committed costs of requisitions, purchase orders and supplier invoices*
- *Report project status online and in reports*
- *Integrate with purchasing, payables, general ledger and assets to account for costs*
- *Interface costs between other applications while maintaining detailed audit trail*
- *Collect construction in process (CIP) costs and interface asset costs when asset is ready to be in service*
- *Standard Project Accounting Reports*

### ESC Features & Enhancements:

- + *Capture, allocation and recovery of indirect costs (including step-costing)*
- + *Budgetary entries for transactions originating in Project Accounting*
- + *Capture of Trading Partner code on Project Accounting transactions to facilitate proper GTAS reporting*

## Federal Purchasing Module

- *Centralized entry modification of vendor data*
- *Requisitions and purchase orders*
- *Requisitions interface*
- *Standard purchasing reports*
- *Travel obligations*

### ESC Features & Enhancements:

- + *Obligations interface – an application programming interface (API) and a multifunctional interface to enter purchase orders, grants, and contracts created in external systems. This interface can also be used to adjust, cancel and/or convert purchase orders from the legacy system*
- + *Receiving interface*

## Federal Accounts Receivable Module

- *Entry/modification of customer data*
- *Accounts receivable invoice creation (Billings)*
- *Standard accounts receivable reports*
- *Multi-fund accounts receivable*
- *Inbound collections interface*
- *Miscellaneous collections*

### ESC Features & Enhancements:

- + *ESC's system provides proper print format of Accounts Receivable Bills*
- + *Automated Treasury Report*
- + *Automated debt cancellation and inclusion on the Treasury Report*

# FEATURES & PRODUCTIVITY MODULES

## Federal Accounts Payable Module Purchase order matching

- *Vendor Invoices:*
  - *Purchases*
  - *Travel payments*
  - *Clearing payments*
- *Standard accounts payable reports*



### ESC Features & Enhancements:

- + *Commercial off-the-shelf (COTS) invoice imaging software that fully integrates with the ESC system. Invoices are scanned into the system and placed in queues for the appropriate personnel to approve, create, and pay online invoices. This allows for significant improvement in managing and processing documents*
- + *Interface government credit card systems transactions*
- + *Interface travel system transactions*
- + *Interface GSA Supply and Motor pool transactions*
- + *Inbound interface from U.S. Treasury for verification of bank information*
- + *Interface to U.S. Treasury for bulk transmission of payments*
- + *Real-time validation of the accounting string for travel card and purchase card*
- + *Outbound Interface to U.S Treasury Secure Payment System (SPS)*
- + *1099 processing for Federal Executive Agency Compliance*
- + *Generate 1099 report for vendors and customers, and the electronic media transmission to the Internal Revenue Service*
- + *Generate IRS Form 1099 for mailing*

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## Payroll Module

### ESC Features & Enhancements:

- + *National Business Center (NBC), Federal Payroll and Personnel System (DOI FPPS)*
- + *National Finance Center (NFC) payroll system*
- + *General Services Administration (GSA) payroll*
- + *Time and Attendance – An integrated T & A system on a single entry process sends a direct feed to the DOI FPPS*







## Financial Reporting

### ESC Features & Enhancements:

- + *The ESC system submits bulk transmission to the U.S. Treasury*
- + *FMS 224 enhanced to record and transmit negative collections*
- + *Preliminary SF224 is reconciled to General Ledger before submission of Final 224 during the month-end close process*
- + *FMS224 generated entirely from the system to allow for detail reconciliation to support 6652 reconciliations to the document level aiding in a clean audit opinion*
- + *Fund tracking and fund usage at the allotment level*
- + *GTAS*
- + *SF-133 at summary and detail levels*
- + *OMB Form and Content Financial Statements (FS)*
  - + *FS are produced directly from the core system as follows:*
    - Balance Sheet
    - Statement of Net Cost
    - Statement of Changes in Net Position
    - Statement of Budgetary Resources (SBR)
    - Statement of Custodial Activity
- + *Complies with OMB A-136 reporting requirements*
- + *FS SGL details can be drilled down at the sub-ledger level*
- + *ESC can produce the Consolidated FS at the department level*
- + *ESC has the ability to report Intra-Governmental, Intra-Departmental and Intra-Bureau eliminations*

## Fixed Assets Module

- *Receive asset lines from payables, for capital, CIP (Construction in Process) and expensed assets*
- *Receive asset lines from projects for capitalized construction projects*
- *Automated monthly depreciation and depreciation projections*
- *Can be recorded by bar code numbers for easy asset inventory reconciliation*
- *Allows for full or partial retirements*
- *Records all asset transactions, and interfaces them to General Ledger*
- *View detailed transaction history of an asset*
- *Scheduled and track maintenance*
- *Accommodates leased assets, records payment schedules for leases, as well as amortization schedules*
- *Interface to accounts payable for lease payments*
- *Warranty information can be tracked*
- *Standard fixed assets reports*

## Reporting Module

- *The latest versions of COTS reporting tools, such as Discoverer and Oracle Web Reports*

### ESC Features & Enhancements:

- + *Over 300 custom reports*
- + *On-line access to ESC's system performance data*
- + *On-line access to ESC's system notifications and accounting operations calendar*
- + *A data warehouse that uses Oracle's embedded technology enabling users to produce large volume reports and queries without affecting response time of the production system*
- + *Summary and detail report to meet U.S. Census annual reporting requirement for Federal Grants*

**ESC**

# FEATURES & PRODUCTIVITY MODULES

## Customer Training and Documentation

### ESC Features & Enhancements:

Complete on-line customer documentation is provided. Documentation is updated monthly and includes the following features:

- + *Hyperlinked customer procedures and detailed navigation instructions*
- + *Reference documents*
- + *Links to download training guides and self-assessment forms*
- + *Access to policy documents*
- + *Search helps, including:*
  - *Quick reference guides*
  - *A glossary*
  - *Full-text search*
- + *On-line access to the ESC system training calendar*
- + *On-line streaming video training sessions*
- + *Searchable knowledge base*
- + *Additional training is offered through ESC University for your staff as needed. We are also continually updating and adding to our online support documentation*

## Customer Support Help Desk

### ESC Features & Enhancements:

On-line access to a customer support help desk tool with the following features:

- + *Forms to report a problem or issue*
- + *Reports to track the progress of the problem or issue*
- + *Forms to record notes and comments as the resolution of the problem or issue progresses*
- + *Automated customer survey when the resolution is complete*
- + *Help desk personnel are on site 6:00am to 8:00pm (CST) Monday - Friday and on call 24/7/365 for emergencies and critical issues*

## Month-end and Year-end Processing

### ESC Features & Enhancements:

#### Fiscal Year-end:

- + *Year-end closing process with the following features:*
  - *Auto-verify exceptions*
  - *Pre- & post-closing trial balance*
  - *Incremental close and carry-forward for auditor adjustments*
  - *Ability to generate post closing entries incrementally*
  - *Conduct year-end dry run to capture and resolve issues prior to actual year end processing*
  - *Create integrity reports to facilitate identification of year-end issues*
- + *Financial statements directly from the core system*

#### Month-end:

- + *Monthly financial statements directly from the core system*
- + *FMS224 to U.S. Treasury*
- + *FMS224 generated in the Month-end close process and sent to Treasury first business day*
- + *Closing occurs on the last business day of the month starting at 5:00pm (CST) and is normally completed with preliminary Financial Statements by 6:00am (ET) on the first working day of the month*



■ Indicates standard functionality provided by Oracle Federal Financials

+ Indicates functionality enhancements or features developed and available through ESC





*into an external system is valid in the ESC system using real-time validation. This feature reduces the number of invalid accounting code combinations interfaced into the ESC system, significantly reducing rejections and error corrections. At this time, GovTrip and U.S. Bank Access Online are connected to the ESC system with CSV*

- + *Data extracts from ESC to agencies - (extracts are used to edit input files to the ESC system)*

## Treasury Interface

### ESC Features & Enhancements:

- + *The ESC system submits bulk transmissions to Treasury - eliminating manual input to MAX*
- + *Programs convert the Oracle flat file to an ACH file that meets Treasury requirements. The process merges all of the vendor and employee ACH files into consolidated files*
- + *Programs create and merge the paper check files into a single "consolidated" file that is sent to Treasury for processing*
- + *Same Day Pay capability*

## Standard Interfaces

### ESC Features & Enhancements:

#### Inbound:

- + *Payroll*
- + *Third Party Pay*
- + *Travel Advance Offset*
- + *Credit Card*
- + *Collections*
- + *Travel*
- + *GSA Supply*
- + *GSA Motor pool*

#### Outbound:

- + *Payroll Data*
- + *U. S. Treasury Payment Data*
- + *IRS 1099 Data*
- + *Client Side Validation (CSV), also referred to as Web Client and Web Call, allows agencies to verify the accounting entered*

### Additional ESC Enhancements:

- + *ESC's system provides custom interface for purchase orders and adjustments, allowing a customer to view any transmission errors and correct data using the Obligation Interface Correction form*
- + *ESC's system provides customer interface from external systems requisitions and adjustments to the ESC system, allowing a customer to view transmission errors and correct data using the Requisition Interface Correction form. This tool is valuable for processing large numbers of requisitions, as in grant transactions*
- + *The ESC system submits bulk transmission to the IRS and produces IRS 1099s to send to customers*



# FEATURES & PRODUCTIVITY MODULES



## Access Security Enhancements

### ESC Features & Enhancements:

- + *Passwords are set to a minimum of eight characters and complex passwords are required*
- + *Accounts are deactivated if the initial password is not reset within 30 days*
- + *An account is deactivated if the customer does not access the account within 45 days*
- + *The ESC system provides automated programing to deactivate Federal employees who have separated*
- + *The ESC system provides masking of Privacy Act (SSN) data and detailed security at the form level to allow customers with a small workforce to maintain adequate separation of duties*

## Workflow Enhancements

- *AP/PO Document Approval workflows/processes*
- *AP/PO Account Generator workflows/processes*

### ESC Features & Enhancements:

- + *The ESC system provides monitoring of the approval processes to detect errors and ensure completion*
- + *The ESC system has created and maintains Account Generator workflows*

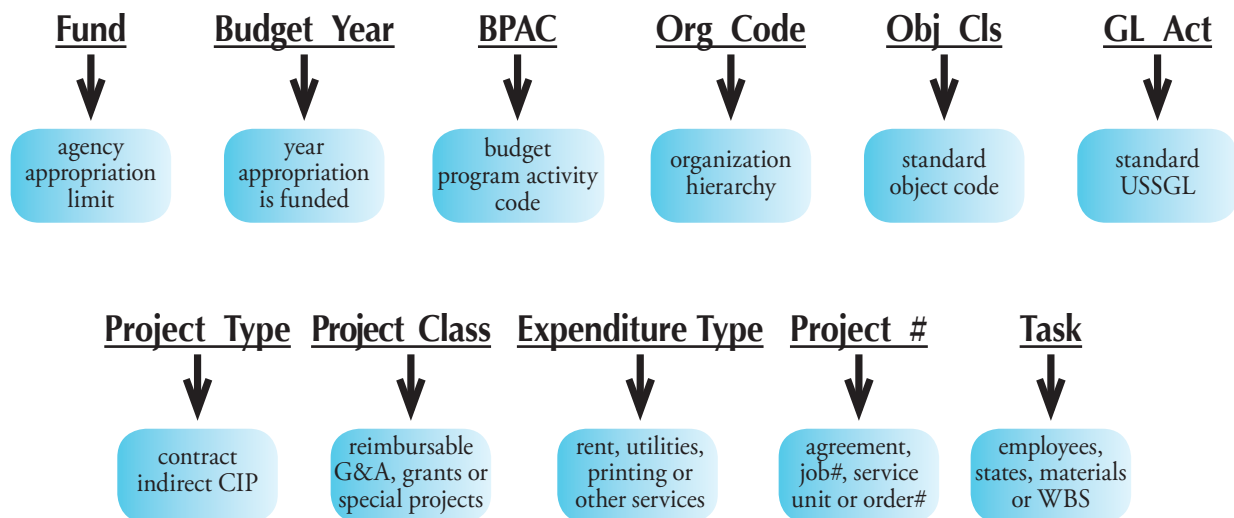
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## Accounting Flexfield



# NOTES

**Simplify  
your work**  
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## A collage of financial and business-related images. In the foreground, a black calculator with a digital display showing '58.' is visible on the left. A black pen with a silver tip lies diagonally across the bottom right. A pair of black-rimmed glasses is positioned in the upper right. The background features a grid with a blue line graph showing peaks and valleys, and a bar chart with blue bars of varying heights. A red line graph is also visible, showing a general upward trend. The overall color scheme is dominated by blue, black, and red, with a grid pattern.

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## About Enterprise Services Center

In the 1980s the U.S. Department of Transportation dedicated the resources to create an unparalleled team of professionals dedicated to supporting the diverse business needs of its agencies. Today, called the Enterprise Services Center, this group assists numerous agencies with a wide range of business needs.

ESC has become a provider of choice because we take the time to learn our customer's business processes and requirements. We first pinpoint each customer's expectations and service level needs, then use the information we've garnered to develop an appropriate custom support strategy.

ESC has extensive experience cross servicing other federal organizations, to include the Government Accountability Office, National Credit Union Administration, Department of Commerce, Consumer Product Safety Commission, Department of Education, U.S. Air Force, U.S. Coast Guard, Social Security Administration, Transportation Security Administration, Office of Personnel Management, Commodity Futures Trading Commission, National Endowment for the Arts, General Services Administration, U.S. Department of Agriculture, Environmental Protection Agency, Institute of Museum and Library Services, U.S. Securities and Exchange Commission, and all of U.S. DOT.

### Enterprise Services Center Designations:

#### February 2005

OMB Financial Management Line of Business (FMLoB)

Shared Service Center for Financial Management

#### January 2009

OMB Information Systems Security Line of Business (ISSLoB) Shared Service Center for Risk Management Framework (RMF) and other Security Services

#### May 2012

GSA Third Party Assessment Organization (3PAO) under the Federal Risk and Authorization Management Program (FedRAMP)

## Enterprise Services Center

### Features and Productivity Modules

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